

**FORM A to June 15, 2004 – 6th Amended AGO, No. 04-002**

**ELECTRONIC CASE FILING SYSTEM  
ATTORNEY REGISTRATION FORM**

This form shall be used to register for accounts on the Courts' Case Management/Electronic Case Filing (CM/ECF) system. Registered attorneys and other participants will have privileges both to electronically submit documents and to view and retrieve electronic docket sheets and documents as available for cases assigned to the CM/ECF system. The following information is required for registration:

First/Middle/Last Name: \_\_\_\_\_

Attorney Bar # and State: \_\_\_\_\_

Firm Name: \_\_\_\_\_

Firm Address: \_\_\_\_\_

Voice Phone Number: \_\_\_\_\_

FAX Phone Number: \_\_\_\_\_

Internet E-Mail Address: \_\_\_\_\_

Send Notice to These Additional E-Mail Addresses: \_\_\_\_\_

Send Electronic Notice (check one): ☐ Each Filing ☐ End of Day Summary

Send Electronic Notice in the following format (check one):

☐ HTML for Netscape, ISP mail service, i.e, AOL, Hotmail, Yahoo, etc.

☐ Text for cc:mail, Groupwise, Outlook, Outlook Express, Other (please list)

By submitting this registration form, the undersigned agrees to abide by the following rules:

1. The System is for use only in cases designated by the United States Bankruptcy Court for the District of Rhode Island. The System may be used to file and view electronic documents, docket sheets, and notices.

2. Each attorney desiring to file pleadings or other papers electronically must complete, sign, and submit to the Court an Attorney Registration Form. An attorney/participant's password issued by the Court combined with the user's identification (login), serves as and constitutes the attorney/participant's signature. Therefore, an attorney/participant must protect and secure the password issued by the Court. If there is any reason to suspect the password has been compromised in any way, such as resignation or reassignment of the person with authority to use the password, it is the duty and responsibility of the attorney/participant to immediately notify the Court. The Court will immediately delete the password from the electronic filing system and issue a new password. Electronically filed documents must include a signature block that sets forth the name, address, telephone number, and the attorney's bar registration number. In addition, the name of the Filing User under whose log-in and password the document is submitted must be preceded by an "/s/" and typed in the space where the signature would otherwise appear.
3. Pursuant to Federal Rule of Civil Procedure 11 and Federal Rule of Bankruptcy Procedure 9011, every pleading, motion and other paper (except creditor lists, schedules, statements or amendments thereto) shall be signed by at least one attorney of record or, if the party is not represented by an attorney, all papers shall be signed by the party. The user log-in and password required to submit documents to the CM/ECF system serve as the Filing User's signature on all electronic documents filed with the Court. They also serve as a signature for purposes of Fed. R. Bankr. P. 9011, the Federal Rules of Bankruptcy Procedure, the local rules of this Court, and any other purpose for which a signature is required in connection with proceedings before the Court. Electronically filed documents must include a signature block that sets forth the name, address, telephone number, and the attorney's bar registration number. In addition, the name of the Filing User under whose log-in and password the document is submitted must be preceded by an "/s/" and typed in the space where the signature would otherwise appear.
4. I understand that all documents requiring a filing fee that are filed in the System must be paid electronically by me as Filing User using one of the accepted credit cards. I further acknowledge that payment for the filing should be made on the date the document is submitted to the Court and that failure to make payment on the date of the filing will result in me being automatically locked out of the System, and further action taken by the Court to collect any outstanding fees, as necessary.
5. Registration as a Filing User constitutes: (1) consent to receive notice electronically and waiver of the right to receive notice by first class mail pursuant to Federal Rule of Civil Procedure 5(b)(2)(D) and Federal Rule of Bankruptcy Procedure 7005; (2) consent to electronic service and waiver of the right to service by personal service or first class mail pursuant to Federal Rule of Civil Procedure 5(b)(2)(D) and Federal Rule of Bankruptcy Procedure 7005, except with regard to service of a summons and complaint. Waiver of

service and notice by first class mail applies to notice of the entry of an order or judgment. Notice by electronic means is complete as set forth in the Administrative General Order notwithstanding Federal Rule of Bankruptcy Procedure 9036.

6. A user accesses Court information via the Court's Internet site or through the Public Access to Court Electronic Records ("PACER") Service Center. Although the Court manages the procedures for electronic filing, all electronic public access to case file documents occurs through PACER. A PACER login is required, in addition to, the password issued by the Court. To register for PACER, a user must complete the online form or submit a registration form, available on the PACER web site (<http://pacer.psc.uscourts.gov>).
7. By this registration, the undersigned agrees to abide by all of the rules and regulations in the most recent Administrative General Order Establishing Procedures for Filing, Signing, Maintaining, and verifying Pleadings and Other Documents in the Electronic Case Filing System (ECF) currently in effect and any changes or additions that may be made to such Administrative Procedures in the future.

Date: \_\_\_\_\_

\_\_\_\_\_  
Attorney/Participant Signature

Your login and password will be provided to you by the Office of the Clerk.

**Please return this executed Form to:**

United States Bankruptcy Court, District of Rhode Island  
Attn: Kristen Batty, ECF Training Coordinator  
380 Westminster Mall, 6<sup>th</sup> Floor  
Providence, R.I. 02903

Last revised: 6/15/04

**FORM B to June 15, 2004 – 6th Amended AGO, No. 04-002**

UNITED STATES BANKRUPTCY COURT  
FOR THE DISTRICT OF RHODE ISLAND

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In re:	:	
	:	BK No.
Debtor(s)	:	Chapter
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**CERTIFICATE OF SERVICE**

I hereby certify that on (Date), I electronically filed \_\_\_\_\_ with the Clerk of the Bankruptcy Court for the District of Rhode Island using the CM/ECF System. The following participants have received notice electronically: (Please see the attached Notice of Electronic Filing – or – List Participants Here); and I hereby certify that I have mailed by United States Postal Service, postage pre-paid, the document electronically filed with the court to the following non CM/ECF participants: \_\_\_\_\_.

/s/ \_\_\_\_\_

FORM C to June 15, 2004 – 6th Amended AGO, No. 04-002

*Revised as of 12/1/03*

R.I. Bankr. Form P.3-- *see* R.I. LBR 5005-4

UNITED STATES BANKRUPTCY COURT  
FOR THE DISTRICT OF RHODE ISLAND

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In re: :

BK No.

Debtor(s) :

Chapter

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**DECLARATION REGARDING ELECTRONIC FILING IN SUPPORT OF ORIGINAL  
PETITION, SCHEDULES, STATEMENTS AND  
CHAPTER 13 PLAN AND LOCAL FORM V, IF APPLICABLE**

**PART 1 - Declaration of Petitioner:**

I [We] \_\_\_\_\_ and \_\_\_\_\_, the undersigned debtor(s), corporate officer or partnership member, hereby declare under penalty of perjury that the information I have given my attorney and the information contained in the electronically filed original petition, statements, schedules and Chapter 13 Plan and Local Form V, if applicable (the “original petition and related schedules, statements, plan and forms”), electronically filed with the Court on \_\_\_\_\_, consisting of \_\_\_\_\_ pages, is true and correct, to the best of my knowledge and belief. I [We] further declare under penalty of perjury that the Social Security number(s) electronically filed with the court in connection with this bankruptcy filing is [are] true and correct. I understand that this DECLARATION REGARDING ELECTRONIC FILING is to be filed with the Clerk after the original petition and related schedules, statements, plan and forms have been filed electronically but, in no event, no later than 15 days after the original petition and related schedules, statements, plan and forms have been filed. I acknowledge receipt of a copy of the electronically filed original petition and related schedules, statements, plan and forms. **I understand that any false information provided knowingly or fraudulently in the petition and schedules may subject me to federal criminal prosecution for concealment of assets, and making false oaths and claims pursuant to 18 U.S.C. § 152, bankruptcy fraud pursuant to 18 U.S.C. § 157, or pursuant to any other applicable federal criminal statute.**

’ [If petitioner is an individual whose debts are primarily consumer debts and has chosen to file under chapter 7] I am aware that I may proceed under chapter 7, 11, 12, or 13 of title 11 of the United States Code, understand the relief available under each such chapter, and choose to proceed under chapter 7. I request relief in accordance with the chapter specified in the petition.

' [If petitioner is a corporation, partnership or limited liability entity] I declare under penalty of perjury that the information provided in this petition is true and correct, and that I have been authorized to file this petition on behalf of the debtor. The debtor requests relief in accordance with the chapter specified in this petition.

**I understand that failure to timely file the signed original of this DECLARATION is grounds for dismissal of my case pursuant to 11 U.S.C. § 707(a)(3).**

Dated: \_\_\_\_\_  
Authorized Corporate Officer/Partnership Member (if applicable)

Signed: \_\_\_\_\_  
Debtor

\_\_\_\_\_  
Joint Debtor (*if joint case, both spouses must sign*)

**Part 2 - Declaration of Attorney:**

I declare that I am familiar with Fed. R. Bankr. P. 9011 and that the representations contained in Fed. R. Bankr. P. 9011(b) are applicable to this filing and such representations are adopted and incorporated herein by reference. I further certify that the debtor(s) signed this Declaration and authorized me to electronically file the original petition and related schedules, statements, plan and forms, that I gave the debtor(s) a copy of the electronically filed original petition and related schedules, statements, plan and forms, if applicable, and that the original petition and related schedules, statements, plan and forms identified in the ***Notice(s) of Electronic Filing*** from the CM/ECF system fully and accurately reflect the information given to me by the debtor(s). I have complied with all other electronic filing requirements. I have informed the individual petitioner that [he and/or she] may proceed under chapter 7, 11, 12 or 13 of title 11 of the United States Code, and have explained the relief available under each such chapter. This declaration is based upon all information of which I have knowledge.

Dated: \_\_\_\_\_ Attorney for Debtor(s)

**(FILE ORIGINAL WITH THE COURT. DO NOT FILE ELECTRONICALLY)**

**FORM D to June 15, 2004 – 6th Amended AGO, No. 04-002**

UNITED STATES BANKRUPTCY COURT  
FOR THE DISTRICT OF RHODE ISLAND

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In re:

:

BK No.

Debtor(s)

:

Chapter

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**DECLARATION REGARDING ELECTRONIC FILING FOR ALL OTHER  
DOCUMENTS REQUIRING ORIGINAL SIGNATURES**

**PART 1 - Declaration of Declarant:**

I [We] \_\_\_\_\_, the undersigned declarant(s), hereby declare under penalty of perjury that I have signed the document identified below and that the information contained in the electronically filed document identified below is true and correct, to the best of my knowledge and belief. I understand that this DECLARATION REGARDING ELECTRONIC FILING is to be filed with the Clerk after the document identified below has been filed electronically but, in no event, no later than 15 days after the document has been filed. I acknowledge receipt of a copy of the electronically filed document. **I understand that any false information provided knowingly or fraudulently in the [insert title of document electronically filed requiring original signature] may subject me to federal criminal prosecution for concealment of assets, and making false oaths and claims pursuant to 18 U.S.C. § 152, bankruptcy fraud pursuant to 18 U.S.C. § 157, or pursuant to any other applicable federal criminal statute.**

**PART 2 - Identification of Document:**

[Name of document] dated \_\_\_\_\_, consisting of \_\_\_\_ pages

**I understand and agree that failure to timely file the signed original of this DECLARATION is grounds for the Court to strike the document identified above from the record in this proceeding.**

Dated: \_\_\_\_\_

\_\_\_\_\_  
Name:

\_\_\_\_\_  
Title:

**(Insert acknowledgment if required)**

**Part 3 - Declaration of Attorney:**

I declare that I am familiar with Fed. R. Bankr. P. 9011 and that the representations contained in Fed. R. Bankr. P. 9011(b) are applicable to this filing and such representations are adopted and incorporated herein by reference. I further certify that the declarant signed this Declaration and authorized me to electronically file the document identified above, that I gave the declarant a copy of the electronically filed document identified above, and that the document identified in the *Notice of Electronic Filing* from the CM/ECF system is the document identified above.

Dated: \_\_\_\_\_

\_\_\_\_\_  
Name:

**(FILE ORIGINAL WITH THE COURT. DO NOT FILE ELECTRONICALLY)**



**APPLICATION FOR LIMITED USE/CLAIM PASSWORD  
FOR ELECTRONIC CASE FILING SYSTEM**

**BUSINESS NAME:** \_\_\_\_\_

**ADDRESS:** \_\_\_\_\_

**PHONE #:** \_\_\_\_\_ **FAX #:** \_\_\_\_\_

**E-MAIL ADDRESS:** \_\_\_\_\_

1. **Claims or Other Limited Use Application:** I affirm that I am authorized to prepare and file Proofs of Claim on behalf of \_\_\_\_\_, and/or I am authorized to prepare and file Notice(s) of Appearance on behalf of \_\_\_\_\_, and/or am authorized to execute and submit Reaffirmation Agreements on behalf of \_\_\_\_\_.
2. \_\_\_\_\_'s (name of business), through its authorized officers, directors and agents, understands that the use of its Limited Use password to file documents in the record of a bankruptcy case or proceeding in the district of Rhode Island will constitute \_\_\_\_\_'s (name of business) signature upon and signing of any declarations, verifications, proofs of claim, notices of appearance, assignments of claims, reaffirmation agreements, or other papers or documents filed by use of the password obtained pursuant to this Application for all purposes authorized and required by law, including, without limitation, Federal Rule of Civil Procedure 11 and Federal Rule of Bankruptcy Procedure 9011, the United States Code, Federal Rules of Civil Procedure, Federal Rules of Bankruptcy Procedure, and any applicable non bankruptcy law.
3. \_\_\_\_\_ (name of business), through its authorized officers, directors and agents, understands that it is its responsibility to protect and secure the confidentiality of its password. If \_\_\_\_\_ (name of business) believes that its password has been compromised, it is \_\_\_\_\_'s (name of business), through its authorized officers, directors and agents, responsibility to notify the Court in writing, immediately.
4. \_\_\_\_\_ (name of business), through its authorized officers, directors and agents, understands that it is its responsibility to notify the Court, immediately, of any change in my address, telephone number, fax number, or e-mail address.
5. Registration as a Filing User constitutes: (1) waiver of the right to receive notice by first class mail and consent to receive notice electronically; (2) waiver of the right to service

by personal service or first class mail and consent to electronic service, except with regard to service of a summons and complaint. Waiver of service and notice by first class mail applies to notice of the entry of an order or judgment. Service by electronic means is complete as set forth in the 5<sup>th</sup> Amended Administrative General Order notwithstanding Federal Rule of Bankruptcy Procedure 9036.

6. By this registration, \_\_\_\_\_ (name of business), through its authorized officers, directors and agents, agrees to abide by all the rules and regulations in the most recent Administrative General Order Establishing Procedures for Filing, Signing, Maintaining, and verifying Pleadings and Other Documents in the Electronic Case Filing System (ECF) currently in effect, and any changes or additions that may be made to such Administrative Procedures in the future.

7. I, \_\_\_\_\_, hereby state that I am the  
\_\_\_\_\_  
(Title) Of \_\_\_\_\_  
(Name of Business)

and am authorized to enter into this Limited Use Registration on its behalf.

\_\_\_\_\_  
**Signature of Individual signing on behalf of Business**      **Date**

**On behalf of** \_\_\_\_\_  
(Name of Business)      (Corporate Seal)

**Subscribe and sworn to before me in** \_\_\_\_\_  
(City/Town)

\_\_\_\_\_ **This** \_\_\_\_\_ **Day of** \_\_\_\_\_, 20\_\_\_\_.  
(State)

\_\_\_\_\_  
(Notary Public) (Commission Expiration Date)

Please return to: United States Bankruptcy Court, District of Rhode Island  
Attn: Kristen Batty, Chair External Training Committee  
380 Westminster Mall, 6<sup>th</sup> Floor  
Providence, R.I. 02903

**APPROVED BY:** \_\_\_\_\_

**PASSWORD #** \_\_\_\_\_ **DATE:** \_\_\_\_\_